



# Notice to All Employees



**From:** Risk Management  
**Subject:** Employee Injury / Illness  
**Date:** March 27, 2018

## ***WHAT YOU, THE EMPLOYEE, MUST DO IF YOU ARE INJURED AT WORK.***

- ✓ Have your Supervisor investigate and fill out the **Supervisor's Report of Injury** form. Review the form for accuracy and provide as much information as possible about how the injury occurred. **Fax it to 718-4974 within 4 hours.**

**Call Risk Management (24 hours/seven days a week)** to advise them that an injury or illness has occurred:

Steve Locey 753-0739 ext. 4068 cell: 715-0658  
Byron Steward 753-0739 ext. 4605 cell: 279-2226 (call 1<sup>st</sup> after hours)  
Gregg Swierczek 757-0910 ext. 5869 cell: 716-2994

- ✓ **CONTACT RISK IMMEDIATELY** if a fatality, in-patient hospitalization of one or more employees injured in a single incident, amputation or loss of an eye occurs. (29 CFR 1904.39)
- ✓ **FAX** the Supervisor Report of Injury to (928) 718-4974.
- ✓ **EMERGENCY**, a **LIFE OR LIMB THREATENING INJURY/ILLNESS** - **call 911** or go to the emergency room. Examples: Broken bones, loss of limb, head/neck injuries, profuse bleeding requiring sutures, and other life/limb threatening **EMERGENCIES**.
- ✓ **August 1, 2015, STATE Employees** (Superior Court, Probation, and Juvenile Detention) must call **800-685-2877** before seeking medical treatment for non-emergency injury or illness. Advise medical facility to contact ADOA, 100 N. 15<sup>th</sup> Avenue, Suite 301, Phoenix, AZ 85007 (Still fax the Supervisor Report of Injury to Risk)

Medical facilities known to provide medical treatment for Workers' Comp cases (other facilities may be available):

### **Non-Emergency**

**Kingman area:** Occupational Health Weekdays (7:30 a.m. – 4:25 p.m.)  
1739 Beverly Ave., Suite 118  
Kingman, AZ 86401  
928-757-0613

**Lake Havasu area:** NextCare Urgent Care  
1810 Mesquite Ave.  
Lake Havasu City, AZ 86403  
928-453-4600

**Fort Mohave area:** Valley View Medical Center  
5330 South Highway 95  
Fort Mohave, AZ 86426  
928-788-2273

**Colorado Strip area:** Intermountain WorkMed (9:00 a.m. – 5:00 p.m.)  
385 North, 3050 East  
St. George, Utah 84790  
435-251-2630

**Bullhead City area:** Crossroads Urgent Care Center  
3641 Highway 95  
Bullhead City, AZ 86442  
928-758-2273

### **Emergencies and/or After Hours**

Kingman Regional Medical Center  
3269 Stockton Hill Rd.  
Kingman, AZ 86401  
928-757-2101

Havasut Regional Medical Center Emergency  
101 Civic Center Drive  
Lake Havasu City, AZ 86403  
928-855-8185

Valley View Medical Center  
5330 South Highway 95  
Fort Mohave, AZ 86426  
928-788-7065 (emergency room)  
(911-after hours)  
Dixie Regional Medical Center  
544 South 400 East  
St. George, Utah 84770  
435-643-4000

Western Arizona Regional Medical Center  
2735 Silver Creek Rd.  
Bullhead City, AZ  
928-763-2273

**PLEASE POST ON ALL EMPLOYEE BULLETIN BOARDS**